

COMM 103: Digital Instructional Technology

Spring 2009

Instructor:

Lori Rodgers, M.A., Educational Technology Specialist, ARIN Intermediate Unit 28

Office Hours:

Tuesday 4:00 PM – 5:00 PM

Contact Information:

Stouffer Hall, Room 124

1175 Maple Street

Indiana, PA 15705-1080

Phone: 412-289-9770

Email: ljrogers@gmail.com

Skype Name: ljrogers

Course Description:

Prerequisite: Education Major

Introduces freshman pre-service teachers to the ever-changing world of digital instructional technology. Learners will be exposed to computer-based tools of the trade used by teachers in the delivery and management of instruction. This course does not count towards semester hours needed for a Communications Media major.

Any students needing accommodations should inform the instructor.

Students with disabilities who may need accommodations for this class are encouraged to notify the instructor early in the quarter so that reasonable accommodations may be implemented as soon as possible.

Course Web Site

www.iup.edu/webct

Course Objectives:

- Teachers demonstrate a sound understanding of technology operations and concepts.
- Teachers plan and design effective learning environments and experiences supported by technology.
- Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.

- Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.
- Teachers use technology to enhance their productivity and professional practice.
- Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice.

*****Grades posted on-line at: <http://www.iup.edu/webct>*****

Student Outcomes Assessment Matrix:

COE-ET Conceptual Framework	ISTE NETS Standards	Program Goals	Course Objectives	Assessment Techniques
Planning/ Preparation	1	1 7	1	Assignment 1 Portfolio Final Exam
Planning/ Preparation Instruction	2	1 2 3 7	2	Assignment 2 Portfolio Final Exam
Instruction	3	2 7	3	Assignment 3 Portfolio Final Exam
The Classroom Environment	4	7	4	Assignment 4 Portfolio Final Exam
Professional Responsibilities	5	6	5	Assignment 5 Portfolio Final Exam
Professional Responsibilities	6	1	6	Assignment 6

				Portfolio
				Final Exam

Late Work Policy

Assignments that are turned in late will be handled with accordingly. Next class extensions will be available for those who ask in a timely manor. If not turned in by the extension date, you will lose a letter grade for every day it's late. The instructor has the right to change this if given the reason to. You will need discipline in completing the assignments on time, this is more of a work at your own pace course, the responsibility is in your court.

Quizzes & Tests

There will be only one exam for this class, the Final Exam. All other graded assignments are the project assignments and the electronic portfolio.

Attendance:

Attendance is an important part of professionalism and you are expected to attend class. Attendance will be taken at the beginning of each class. There are a variety of legitimate reasons to miss class including family and medical emergencies, and participation in sporting or artistic events. For this reason you may have 1 personal day absence and one emergency absence with previous notice. All absences must be communicated to the instructor prior to the class meeting.

Homework

There are no additional graded homework in this class other than working on your assignments for the class. Bonus opportunities will be provided for you, whether you choose to do them in or outside of the classroom. However, these are optional.

Required Purchases:

- 128 MB or larger USB Flash Drive. This is a required purchase. You may use a flash drive that you already own so long as you have at least 128 mega bytes of space still available.
- Course Manual. You may choose to download and print out a course packet from your WebCT course. This packet contains instructional modules which will be used throughout the course. You may use the electronic version of the manual or choose to print it. You may make one print without paying any fee. If you choose to print it, you will be responsible for printing costs. If you wish to make additional prints or copies, please see me for information on additional fees.
- Optional/Recommended: the instructional manual (Can be purchased at Pro-packet) It will also be provided on-line via WebCT.

- CD-R. Many students choose to purchase CD-Rs and diskettes to save their work. This is optional.
- OpenOffice (download link) – OpenOffice is a free-to-download suite of programs that replicate Microsoft Office. All computer labs on campus have Microsoft Office already installed. OpenOffice is provided as a free option for students who cannot afford Microsoft Office. You may use Microsoft Office if you already have it and know how to use it. This program will not hurt your computer and it 100% safe.
- Nvu (download link) – Nvu is a free-to-download replacement for FrontPage. If you do not already have FrontPage available to you, download Nvu. It is 100% free of charge and is safe to download onto your computer. To download Nvu, go here and scroll down until you find “nvu-1.0-win32-installer-full.exe-Windows full installer” and click that link.
- Adobe Reader (download link) – Chances are, your computer already has this program on it. All campus computers have it already. Adobe Reader allows you to open PDF files. Many of the files you will use will be saved as PDF's.
- CutePDF (download link) – You may be required to save a Word document as a PDF file in this course. This is a free program that you can download which will be automatically added to your Microsoft Word once installed.

Accessing the COMM 103 WebCT Page

All sections of COMM 103 will be using WebCT as a learning management system (LMS). WebCT allows the instructor to place course materials online so students can access them from anywhere. WebCT also allows students to use various communication tools (such as chat and the forums) to ask a question to their fellow classmates. Your grades and feedback will also be given via WebCT. We will be using WebCT frequently, so make sure you are comfortable with it.

Here are the steps you need to follow to login to WebCT:

Directions for logging in from a campus computer:

1. Click on this link or copy and paste this into your web browser: <http://www.iup.edu/webct>
2. Click the “Login to WebCT” link in the center of the page.
3. In the username box, type your four-letter IUP username (the four letters you use to login to any campus computer).
4. In the password box, type your IUP networking password (the same one you use to login to any campus computer).
5. Click on the COMM 103 link that appears once you are logged in.
6. You are now at the homepage for COMM 103's WebCT site.

Evaluation Methods:

There are 8 assignments in this course including 6 related directly to the International Society for Technology in Education (ISTE) National Education Technology Standards (NETS) for Teachers. The last two assignments will be somewhat cumulative in nature with one being a digital portfolio and the other a performance-based final exam. The ISTE assignments are designed to familiarize the student with various technology applications and provide artifacts for the digital portfolio. The digital portfolio is designed to measure the student's ability to

synthesize project work within the course into an organized web site that demonstrates the ability to develop curriculum with integrated technology. The final exam is designed to measure each student's ability to use various hardware and software applications.

1. Assignment 1 = 15%
2. Assignment 2 = 15%
3. Assignment 3 = 15%
4. Assignment 4 = 5%
5. Assignment 5 = 5%
6. Assignment 6 = 5%
7. Digital Portfolio = 15%
8. Final Exam = 25%

Grading Scale:

90% to 100% = A
 80% to 89% = B
 70% to 79% = C
 60% to 69% = D
 0% to 59% = F

Keeping up with the Class

Students who are having difficulty should notify the instructor as soon as possible.

Schedule:

This calendar is subject to change at instructor's discretion. It is only an approximation of the course schedule. Your instructor will announce any changes to this schedule in class.

Date	This column indicates what you should be doing on a given date.	This column indicates what is due on a given date during the course.
1-13	Review Syllabus Overview of WebCT Course Overview	
1-20	Assignment 1	
1-27	Assignment 1	Assignment 1 Due by the end of class
2-3	Assignment 2	
2-10	Class will not meet Assignment 2	

2-17	Assignment 2	Assignment 2 Due by the end of class
2-24	Assignment 3	
3-3	Spring Break	
3-10	Assignment 3	Assignment 3 Due by the end of class
3-17	Assignment 4	Digital Portfolio Review
3-24	Assignment 4	Assignment 4 Due by the end of class
3-31	Assignment 5	
4-7	Assignment 5	Assignment 5 Due by the end of class
4-14	Assignment 6	Time to work on Assignment 6 and Digital Portfolio Workshop
4-21	Assignment 6	Assignment 6 Due by the end of class and Digital Portfolio Workshop
4-28	Assignment	Digital Portfolio Due Final Exam